

RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

Held **November 17,** **2015**

Chairman Spanovich called the Regular Meeting to order at 10:00 A.M. with Mrs. Stewart, and the Fiscal Officer, Nancy White present. Mr. Angelou was absent.

Also Present were:

Fred Kauser	Fire Chief
William Price	Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director
Melissa Rapp	Public Information Officer
Jack Reynolds	Smith & Hale

Mr. Spanovich made a motion to excuse Mr. Angelou.

Res. 246-15: Approve Mr. Angelou's Absence

Mr. Spanovich moved to approve Mr. Angelou's absence. Mrs. Stewart seconded. All voted yea. Motion carried.

Jack Reynolds from Smith & Hale LLC presented a memo and maps to the Trustees. He is currently working with the Elders of the Ramseyer Presbyterian Church located at 3228 Westerville Road to annex 1.879 acres of ground into the City of Columbus, of which 1.858 acres is in Mifflin Township and 0.021 acres is in Clinton Township. Mr. Reynolds said that in the near future they will be adding an addition to the rear of the structure. He requested approval to annex the Mifflin Township area into the City of Columbus under the Type 1 process so the underlying township boundary can be shifted into Montgomery Township which would put the church in one governmental jurisdiction and not have the property line bisect the future addition to the church. After discussion, the Trustees approved this annexation and Mr. Reynolds will write up an agreement that will be presented to the Franklin County Commissioners office.

CONSENT AGENDA

Res. 247-15: Approve Minutes of November 2, 2015

Mrs. Stewart moved to approve Minutes of November 2, 2015. Mr. Spanovich seconded. All voted yea. Motion carried.

TRUSTEE COMMENTS

Mr. Spanovich requested that Melissa Rapp send out a letter to the two civilians on the cemetery committee including the rules and regulations and to schedule a meeting in January.

CORRESPONDENCE

Fiscal Officer presented the following correspondence to the Board.

1. Letters were received from Franklin County Economic Development and Planning Department for the properties at 2346 Lindale Road, 2870 Drake Road and 2665 Perdue Avenue for various violations.

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2. A letter was received from Franklin County Public Health for 1st Observation Report Public Health Nuisance Program for the property at 2539 Ferris Park Drive North for various violations.
3. A letter was received from the Department of Commerce regarding the second cemetery complaint from Janice Mueller. Fiscal Officer said that Melissa Rapp did submit responses to the Department of Commerce in reference to both cemetery complaints. Fiscal Officer informed the Trustees that there will be a hearing on December 10 at 10:30 a.m. and we will have a representative there from the Township.
4. A notice was received from the Department of Commerce Division of Liquor Control to notify the township that all permits to sell alcoholic beverages in your political subdivision will expire on February 1, 2016. In order to maintain permit privileges, every permit holder must file a renewal application and she asked if there are any establishments that may have issues as it relates to the police department. Chief Price said there was none.

FISCAL OFFICER

Fiscal Officer said that Chief Kauser, Chief Price and she met with KLA Risk Consulting. She said that they come in annually and do a loss control audit for OTARMA and they generated a list of recommendations for police and fire. Chief Price said that he is currently working on implementing these recommendations and Chief Kauser said it is one of his strategic goals. Fiscal Officer said that information and resources are available online in the OTARMA Resource Library.

ADMIN

HR

Becky Kadel requested approval to use the 2014 HRA account balances for the affected employees listed on the report she presented to the Trustees. She said these employees used their 2015 HRA monies in error to pay some of their 2014 medical claims.

Res. 248-15: Approve to Use the 2014 HRA Account Balances for the Affected Employees Listed on the Report

Mrs. Stewart moved to approve to use the 2014 HRA account balances for the affected employees listed on the report. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Becky Kadel reported that Christy Williamson submitted the annual driving check for all of our employees on November 4, 2015. She also reminded the Trustees and Department Heads that there is an insurance meeting on December 7th after the trustee meeting.

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PIO

Melissa Rapp reported that the training fire on November 15th went really well and there were a number of people that came out to watch. Gahanna was very helpful in communicating to the residents and there was a small article in the Rocky Fork Enterprise. She said that she submitted pictures of the fire training to Rocky Fork Enterprise that they will run in the next addition of the paper. Melissa Rapp informed the Trustees that she received a call from the Dispatch reporter who has wanted to do a story on the Leonard Park water project. She will be meeting with him tomorrow to interview several residents and take pictures.

IT

Fire Chief Kauser reported to the Trustees that he still owes them Capt. Dunlevy's evaluation along with the list of IT software we own and how it is shared and distributed.

Fire Chief Kauser requested to approve annual software maintenance for TCS MicroData 9-1-1 software system for \$11,302.68. He said that this system is shared with the City of Whitehall and Gahanna.

Res. 249-15: Approve Annual Software Maintenance for TCS MicroData 9-1-1 Software System for \$11,302.68

Mrs. Stewart moved to approve annual software maintenance for TCS MicroData 9-1-1 software system for \$11,302.68. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Fire Chief Kauser informed the Trustees that he is currently working on the document management project. He said that he will be meeting with each department head at the beginning of December which will require about 1 ½ hrs.

Fiscal Officer said that she is in the process of working on the time and attendance for the 40 hour employees.

SERVICE

DJ Tharp reported to the Trustees that there has been a lot of illegal dumping in the township. They have been cleaning it up for the last couple of weeks. He said a dumpster as been placed at the police department and they are making good progress throughout the unincorporated area.

POLICE

Police Chief Price requested an Executive Session to discuss legal issues.

FIRE

Fire Chief Kauser requested approval to pay 2nd half sick leave incentive payouts for the period ending October 30, 2015 for \$54,400.00

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Res. 250-15: Approve Paying 2nd Half Sick Leave Incentive Payouts for the Period Ending October 30, 2015 for \$54,400.00

Mrs. Stewart moved to approve paying the 2nd half sick leave incentive payouts for the period ending October 30, 2015 for \$54,400.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Fire Chief Kauser requested approval to perform front brake preventative maintenance on Rescue 134 for \$4,865.50.

Res. 251-15: Approve to Perform Front Brake Preventative Maintenance on Rescue 134 for \$4,865.50

Mrs. Stewart moved to approve to perform front brake preventative maintenance on Rescue 134 for \$4,865.50. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Fire Chief Kauser requested approval to purchase EMS supplies and not to exceed \$10,000.00. Trustees requested that they receive an itemized list of EMS supplies purchased with this money.

Res. 252-15: Approve Purchase of EMS Supplies and Not to Exceed \$10,000.00

Mrs. Stewart moved to approve the purchase of EMS supplies and not to exceed \$10,000.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Fire Chief Kauser requested approval to increase PO#15-939 by \$606.73 for Lifetime Quality due to damage that was discovered after the roof came off.

Res. 253-15: Approve to Increase PO #15-939 by \$606.73 for Lifetime Quality

Mrs. Stewart moved to approve to increase PO #15-939 by \$606.73 for Lifetime Quality. Mr. Spanovich seconded. All voted yea. Motion carried.

DJ Tharp informed the Trustees that the drains at Station 133 have been completed and they are scheduled to inspect the administrative building as there is a water leak in the basement when it rains.

Fire Chief Kauser said that Rescue 134 will be participating in the Holiday Lights Parade on Sunday, November 22nd.

Res. 254-15: Move Into Executive Session

Mr. Spanovich moved to go into executive session to discuss a legal issue at 4:45 p.m. Mrs. Stewart seconded. All voted yea. Motion carried.

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The Trustees came out of executive session at 5:15 p.m.

There being no further business, Mrs. Stewart moved to adjourn the meeting. Mr. Spanovich seconded. All voted yea. Motion carried.

Joseph F. Spanovich, Chairman

Lynn M. Stewart, Trustee

Nancy M. White, Fiscal Officer

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Held **JANUARY 3,** **2013**

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Held **JANUARY 3,** **2013**
